



**Catawba County Public Health Department
Environmental Health Division
Environmental Services Application Information**

**Phone: (828) 465-8270
Fax: (828) 465-8276
TDD: (828) 465-8200**

1. Complete all applicable blanks, mark N/A (not applicable) in blanks which do not apply to your request. An evaluation will not be done until the application is satisfactorily completed.

Explanation of IP and AC: When applying for a lot to be evaluated for a septic tank, you have two options. On the application they are listed as IP (Improvement Permit) and AC (Authorization to Construct)

Improvement Permit (IP): The EHS will evaluate the soil on your property, or property that you are considering purchasing, and determine whether it is suitable for the installation of a septic system. This permit is valid indefinitely as long as the condition of the lot does not change (no grading, etc.) if the lot has been recorded. If the property must be deeded after the evaluation, the permit is valid for five years. It CANNOT be used to install a septic system; it is for purposes of information ONLY. If you later decide to install the septic system, you must obtain an Authorization to Construct. The fee for an improvement permit is \$100.

Authorization to Construct (AC): The EHS will evaluate the soil on your property, or property that you are considering purchasing, determine whether it is suitable for the installation of a septic system, design a system for your proposed structure, and draw a permit which may be used by your septic contractor to install the septic system. The AC is valid for five years, as long as the condition of the lot does not change (no grading, etc.). The fee for the AC is \$130.00

Please note that if you are building on a lot which will require drilling or boring a well, you MUST apply for the well permit at the same time as the septic permit, so that the well site can be determined before the septic system is designed. The fee for the well permit is \$155.00

2. Include a copy of a scaled plat or GIS map of the property. Draw in the proposed location of the house, mobile home or other structures, driveways and dedicated right-of-ways (roads, electrical, phone, etc.). Locate the facility by showing specific setback dimensions to the front, side and rear of residence when applicable. **Also show the location of existing wells, (and wells within 100 feet of your property) streams and lakes.**
3. Check with the appropriate Zoning Department to determine how your property is zoned.
4. Once the application has been satisfactorily completed, a plat or map of property has been included, and the land has been prepared for evaluation, call your Environmental Health Specialist. You may determine which EHS to call by using the interactive map on the Water Supply and Sewage Disposal main page, or by calling (828) 465-8270. The EHS will place flags in the area for proposed septic tank installation for soil test holes to be dug. Once the holes have been dug, call the EHS again for the soils evaluation.
5. Evaluations will be completed as soon as possible after receipt of application. Our department cannot guarantee same day service, but will operate on a first come / first served and workload priority basis.
6. **Do Not Grade or Fill Your Lot until the Environmental Health Specialist has visited your proposed building site and issued an Improvement Permit or Authorization to Construct. Once the Improvement Permit or Authorization to Construct has been issued, the ground over the proposed septic tank nitrification field and repair area for the nitrification field should not be graded or filled. If this area is graded or filled, you may void your Improvement Permit Authorization to Construct. If the area is graded or filled before an Improvement Permit is issued, you may not be issued an Improvement Permit or Authorization to Construct.**
7. An Authorization to Construct wastewater system and well permit is valid for (5) five years. It is not transferable and is required to obtain a building permit.
8. Application void after 24 months.
9. An Improvement Permit has no expiration date and is transferable as long as all site conditions and intended uses do not change. If changes do occur, the Improvement Permit is subject to revocation. A request for a lot evaluation **Does Not** guarantee that an Improvement Permit or Authorization to Construct will be issued.
10. **Improvement Permits, Authorization to Construct, and well permits may be changed only by Catawba County Health Department staff. Any alteration or deviation from any permit may result in your Permit being voided by the Catawba County Health Department. Changes in design or location will require a new application and fee. There will also be a fee for re-trips.**
11. **All property corners must be clearly marked with stakes and property lines must be strung.**

12. **Stake the location of the house, mobile home or structures; including decks, porches, garages, as shown on your plat.**
13. **Clear bushes, large weeds, and briars from the area to be evaluated. DO NOT CUT LARGE TREES OR GRADE TOP SOIL FROM THE LOT.**
14. At flags placed by the Environmental Health Specialist, dig 48 inch deep holes for soil evaluation. The holes need to be 12 inches in diameter or dug by a backhoe.
15. Call the Environmental Health Specialist when the lot is ready for evaluation.
16.
 - A. For Existing System Checks
After an evaluation is made of the sewage system and it is approved, the Environmental Health Specialist will give the Building Inspection Department approval. If the system is not approved because of system failure, a Repair Permit will be issued.
 - B. For Repairs
After an evaluation is made of the sewage system, a Repair Permit will be issued.
17. If a Repair Permit is issued, only the Catawba County Health Department staff can make any changes.
18. **KEEP YOUR APPLICATION ON HAND AT ALL TIMES UNTIL THIS PROCESS IS COMPLETE.**